

Custodial, Labor and Trades Branch
Skilled Trades Group
Skilled Trades Series

ROOFER

01/97(TLW)

Summary

Under general supervision, supervise crew and perform journey level work of the trade to install roofing materials and insulation and perform preventive maintenance.

Typical Duties

Direct or personally repair and maintain roofs with materials such as composition shingles or sheets, wood shingles, asphalt, gravel, neoprene, rubber or fiberglass. Involves: inspecting roofs for needed repairs or replacement; stripping and replacing entire roof; cutting and installing roofing paper, shingles and insulation; applying asphalt or tar and gravel onto roof base; applying gravel or pebbles over top; spraying roofs, sidings and walls with urethane or polyurethane foam to bind, seal, insulate or soundproof sections of structures; ensuring roofs are watertight.

Supervise assigned personnel: Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe working practices; ensuring adherence to applicable regulatory and departmental standards; counseling, motivating and maintaining harmonious working relationships among subordinates.

Perform other duties as required. Involves: estimating needed supplies to complete roofing projects; maintaining records of time and materials used.

Minimum Qualifications

Training and Experience: Completion of the tenth (10) grade and four (4) years of increasingly responsible roofing experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: roofing methods, principles and techniques; tools and materials of the trade. Good knowledge of occupational hazards, safety precautions and measures of the trade. Some knowledge of supervisory techniques.

Ability to: identify and repair roofing problems; follow oral and written instructions; calculate estimates for required materials using fractions, ratios, rates and percentages; comply with and enforce safe working practices and procedures; establish and maintain effective working relationships with fellow employees; maintain records and prepare reports.

Skill in safe: use and care of tools, equipment and materials of the trade; operation of a motor vehicle through city traffic

Physical Requirement: Frequent moving of heavy objects (up to 4 pounds), climbing ladders to access roof; and continuous exposure to all weather conditions.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state by time of application. Some positions require a Texas Class "B" Commercial Drivers License.

Special Requirement: Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares, [or positions of a safety sensitive nature within Mass Transit], are subject to federal drug and alcohol testing regulations, which include preemployment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

Director of Personnel

Department Head